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Secretariat

12 September 2005

Secretary-General's bulletin

Integrity Awareness Initiative

The Secretary-General, for the purpose of strengthening accountability in the Secretariat and raising awareness among staff of their roles and responsibilities for maintaining their own integrity and that of the Organization, promulgates the following:

Section 1
Purpose

The purpose of the present bulletin is to announce the introduction of the Integrity Awareness Initiative, a system-wide, self-administered, online learning programme.

Section 2
Learning programme

2.1 The learning programme is designed to raise staff members' level of awareness of the core values of integrity, professionalism and respect for diversity, and to provide them with guidance about appropriate actions to take, people to consult, and/or materials to access if they suspect threats to integrity in the work of the Organization. It consists of a pre-assessment; a self-directed learning module, including exercises; links to reference materials; and an "integrity challenge". The programme culminates in a printable certificate of completion.

2.2 In order to strengthen integrity awareness the learning programme is mandatory for all staff members. Individual contractors performing functions similar to those of staff members are strongly encouraged to avail themselves of the learning programme.

2.3 The learning programme is available on the Internet at http://integrity.unodc.org. Staff can log in using their Index Number and e-PAS password, and non-staff can use the generic login/password: iaol/guest. For questions or assistance, staff can use the "feedback" menu option available throughout the programme.

2.4 For staff without access to the Internet, a version of the programme in CD-ROM format is available upon request to the Office of Human Resources Management through the local human resources office.

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Section 3
Implementation

3.1 All staff at all levels are expected to complete the learning programme. Upon successful completion, a final certificate of completion is issued. A copy of the final certificate should be retained by each staff member and a copy placed on the official status file. A copy should also be provided to the staff member's supervisor.

3.2 Heads of departments and offices are responsible for ensuring the completion of the learning programme by their staff and others for whom they are responsible.

Section 4
Final provisions

The present bulletin shall enter into force on 15 September 2005.

(*Signed*) Kofi A. **Annan**
Secretary-General